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NASA Procedural Requirements

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04, 2018**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Request Notification of Change

 (NASA Only)**Subject: NASA Voluntary Leave Bank Program****Responsible Office: Office of Human Capital Management**[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#) | [Chapter7](#) |
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Chapter 4. Enrollment

4.1 Enrollment

4.1.1 To become a member of the Leave Bank employees shall enroll in the VLBP during an open enrollment or individual enrollment period.

4.1.2 If employees are unable to enroll using the electronic open enrollment process, they or their representative may submit a written request to enroll to the NSSC.

4.1.3 If employees elect to enroll during an open enrollment or individual enrollment period, they will continue to be a member of the Leave Bank until they withdraw during an open enrollment period or leave the Agency.

4.1.4 Enrollment Requirements

If employees elect to enroll, they shall be required to acknowledge the following:

- a. "By enrolling electronically or in writing, you are agreeing to 'deposit' the amount of annual leave you accrue during one pay period into the Leave Bank;
- b. Thereafter, your enrollment is automatic and annual leave will be deducted from the first pay period of each leave year unless you terminate your membership during an Open Enrollment Period or separate from NASA;
- c. Leave is deducted during the first pay period of the leave year if you enroll in the Leave Bank during the Open Enrollment Period, or at the beginning of the pay period after your enrollment has been processed if you enroll during an Individual Enrollment Period; and
- d. Once leave has been contributed to the Leave Bank, it cannot be returned to you."

4.2 Open Enrollment Period

4.2.1 The annual open enrollment period shall begin during the month of November and end December 31 of the current year.

4.2.2 During the open enrollment period, employees may:

- a. Elect to become Leave Bank members; or
- b. Terminate their existing membership.

4.2.3 Joining the Leave Bank during the open enrollment period shall convey membership for the following leave year and annually thereafter unless employees terminate their membership during an open enrollment period or separate from NASA.

4.3 Individual Enrollment Period

4.3.1 An individual enrollment period allows employees to elect to become Leave Bank members outside the open

enrollment period.

4.3.2 Individual enrollment periods shall be for 60 days and begin on the date an employee:

- a. Enters on duty; or
- b. Returns from an extended absence which included 30 or more days of the open enrollment period.

4.3.3 If employees enroll during an individual enrollment period, membership shall:

- a. Be effective the beginning of the first pay period after their enrollment; and
- b. Continue for the remainder of the current leave year in which they enrolled and annually thereafter unless they terminate their membership during an open enrollment period or separate from NASA.

4.4 Annual Leave Donations for Leave Bank Membership

4.4.1 Annual leave donations for membership shall be based on an employee's annual leave accrual rate per pay period (i.e., the amount of annual leave an employee accrues during a single pay period).

4.4.2 The Board may raise or lower the minimum amount of leave required for Leave Bank membership.

4.4.3 If the employee enrolls in the Leave Bank during the open enrollment period, the requisite amount of annual leave shall be automatically deducted from the employee's annual leave balance during the first pay period of the new leave year.

4.4.4 If the employee enrolls in the Leave Bank during an individual enrollment period, the requisite amount of annual leave shall be deducted from the employee's annual leave balance at the beginning of the pay period following enrollment.

4.4.5 Annual leave deducted for continuing enrollment is made during the first pay period of the new leave year.

4.4.6 Once annual leave has been donated to the Leave Bank, it shall not be returned to an employee except if the VLBP is terminated per paragraph 1.12.

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